

CSO Solicitation No. 2238

Inspection of Surface and Below Water Components of Statewide Structures

Prequalification Category – Bridge and Structure Inspection (Underwater)

FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage two (2) prequalified consultant engineering firm, in the category listed above, to perform safety inspections on bridges over waterways in accordance with the standards prescribed by the American Association of State Highway and Transportation Officials (AASHTO), the National Bridge Inspection Standards (NBIS) and the Department's Bridge Inspection Manual. Additionally, the selected firms may be required to provide engineering related services to assist the Bridge Safety and Evaluation Section. This assignment requires specialized expertise by divers to inspect town and state bridges over waterways where there is limited headroom, increased depth of water or confined space.

Statewide, approximately 590 bridges carrying state and local roadways require underwater inspection. The total number of assignments for each firm may vary depending on the Department's needs. It is anticipated that structures which require an inspection once every two years will be inspected at least twice under this assignment. Other structures, which only require an inspection once every four years, will be inspected at least once. Tasks to be performed under this assignment may include, but not be limited to: Bridge Inspections (routine and emergency) that may include Investigations and Developing of Work Scopes, Structural Load Carrying Capacity Calculations, Quality Assurance Inspections of Highway Bridges inspected by others, Development and/or updating the Department's Bridge Inspection Manual.

The selected consultants will be required to prepare correspondence concerning the maintenance and preservation of the structures they inspect. Inspection reports shall be prepared using the latest procedures and technology required by the Department, including updating databases and using MS Office software products. Report sketches will be required to be completed in Bentley Systems, Inc. MicroStation V8i format, as required by the Department's Digital Design Environment guidelines.

(<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668&PM=1>).

The selected firms will be required to provide the inspection equipment necessary to complete this assignment, and to maintain a Connecticut office for the duration of this assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment. For further information, please refer to the Department's Bridge Inspection Manual.

If your firm desires to be considered for this assignment, your submittal should consist of a one-page letter-of-interest and Department Form CSO 255 with a maximum of five (5) résumés. One of the résumés must be that of the proposed Project Manager, as well as assurance that

he/she will be available for this assignment. **Four (4) copies of the submittal are required, and they must be either postmarked or hand-delivered by 3:00 p.m. on April 28, 2015.**

Your CSO 255 form should identify the following: your proposed staff and their qualifications, experience and availability to perform the required services. Project experience must demonstrate your proposed teams' expertise in (1) bridge inspection and evaluation (above and below water); (2) bridge rehabilitation and maintenance; (3) established safety program and familiarity with OSHA regulations; (4) non-destructive testing; (5) types and availability of inspection equipment; (6) familiarity with NBIS bridge inspection standards; and (7) familiarity with the Department's bridge inspection policies and procedures. Also, please indicate the years of staff experience and those that have completed the NBIS Safety Inspection Training. The location of the office where the work will be performed and the staff size of that office should also be indicated.

You are advised that a Disadvantaged Business Enterprise (DBE) goal applies to this contract. The goal will be no less than five percent (5%) of the agreement value. Within the letter-of-interest submittal, you must include the designated certified DBE sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided their percentage of work performed meets the assigned goal. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 3-28-14), Form 5 (Consulting Agreement Affidavit, Rev. 3-28-14), and Form 7 (Iran Certification, Rev. 3-28-14) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Forms 1 & 7) required under Subsection (c) of CGS 4-252 and Subsection (b) of CGS 4-252a, or refuses to submit the affidavit (Form 5) required under Subsection (b) of CGS 4a-81 shall be disqualified, and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with Subsection (d) of CGS 4-252 and Subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://www.das.ct.gov/cr1.aspx?page=371> to subscribe to

BizNet and obtain directions to upload the forms following the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF).”

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$100,000) or more, the authorized signatory to this submission in response to the State’s solicitation expressly acknowledges receipt of the State Elections Enforcement Commission’s Notice titled, “Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations” (Notice), advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission’s Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All letters-of-interest shall be addressed to:

Mr. David M. Mancini, P.E.
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

Hand-delivered submittals should be brought to the front security desk at the aforementioned address **no later than 3:00 P.M. on April 28, 2015**. Submittals hand-delivered or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters-of-interest shall be directed to Mr. David M. Mancini of the Consultant Selection Office at (860) 594-3017.